

# *Recordkeeping* of Occupational Injuries and Illnesses

## *1 Who Should Attend . . .*

This workshop is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA)

## *2 Why You Need This Workshop . .*

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high costs of work-related injuries. Nationally, employers spent an estimated 50.8 billion on wage payments and medical care for workers hurt on the job. (*Liberty Mutual Safety Index 2005*) This is only a portion of the total costs of work-related injuries. Indirect costs such as overtime, training and lost productivity can also burden employers.
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces workers compensation costs, improves employee morale, and increases production and quality.

## *3 What You'll Learn . . .*

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

### **Agenda**

*We offer a flexible  
program agenda  
to emphasize the  
health and safety  
topics you  
want most.*

- ▶ Overview of the Recordkeeping Standard, Part 11
- ▶ How to Complete Forms 300, 300A, and 301
- ▶ Recordkeeping Case Scenarios and Exercises

# Facilitator

Karen was appointed to the Consultation Education and Training Division of MIOSHA in 1992. She is an occupational safety consultant working in the Washtenaw, Oakland, Wayne and Livingston counties providing consultative advice and training opportunities for both employers and employees. Prior to her position at the Bureau, Karen worked as a Loss Control Consultant in the insurance industry, which gave her insight to workers' compensation, property and liability issues while assisting clients with their safety programs.

Karen graduated from Grand Valley State University with a Bachelor's degree in Occupational Safety and Health.



**Karen Odell**  
*Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE:	January 4, 2007	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 12:00 p.m.
LOCATION:	Howell Chamber of Commerce Foundation 123 E. Washington Howell, Michigan	DEADLINE:	Register by December 28, 2006 Please register early!
COST:	\$30 per person. Includes course materials.	CONTACT:	Janie Willsmore - 517.546.3920 or jwillsmore@howell.org

**COSPONSOR: Howell Chamber of Commerce Foundation**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

Recordkeeping of Occupational  
Injuries and Illnesses

Complete information at right to  
register by . . .

► **Phone:** 517.546.3920  
► **Fax:** 517.546.4115  
► **Mail:** Howell Chamber of  
Commerce Foundation  
123 E. Washington  
Howell, MI 48843  
Attn: Janie Willsmore

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$30 each = \$ \_\_\_\_\_

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